



Company: CHM Alliance Pty Ltd/PIC Aust Ltd	Issue date: 10 April 2024
Document: 8 AEC Induction Checklist V3.doc	Authorised: AEC Co-ordinator
<b>Animal Ethics Committee Induction Checklist</b>	

<b>Printed Name:</b>	<b>Signature</b>
<ul style="list-style-type: none"><li>• Australian code for the care and use of animals for scientific purposes, 8<sup>th</sup> Edition 2013 – copy received</li></ul>	
<ul style="list-style-type: none"><li>• Australian Code for the Responsible Conduct of Research 2018</li></ul>	
<ul style="list-style-type: none"><li>• CHM AEC Operations Manual – viewed documents on CHM website and shown access to website – explained and understood.</li></ul>	
<ul style="list-style-type: none"><li>• Received a copy of the AEC Training Information for Members – explained and understood</li></ul>	
<ul style="list-style-type: none"><li>• Meeting Procedure and Agenda – read and accepted</li></ul>	
<ul style="list-style-type: none"><li>• Importance of principles of Replacement, Reduction and Refinement to prevent or minimise animal suffering – explained and accepted</li></ul>	
<ul style="list-style-type: none"><li>• Terms of Reference – read and accepted</li></ul>	
<ul style="list-style-type: none"><li>• Confidentiality Agreement – signed</li></ul>	
<ul style="list-style-type: none"><li>• Legal liability – explained and understood</li></ul>	
<ul style="list-style-type: none"><li>• Record keeping system – explained and accepted</li></ul>	
<ul style="list-style-type: none"><li>• Housing, Care and Welfare of Animals – Role of Committee – explained and accepted</li></ul>	
<ul style="list-style-type: none"><li>• Access to research related Standard Operating Procedures – explained and copies accepted</li></ul>	
<ul style="list-style-type: none"><li>• Emergency Procedures – explained and accepted</li></ul>	
<ul style="list-style-type: none"><li>• Executive Composition and Powers – explained and accepted</li></ul>	
<ul style="list-style-type: none"><li>• Necessity to declare any conflict of interest – explained and accepted</li></ul>	
<ul style="list-style-type: none"><li>• Project Proposal documentation and assessment process – sighted</li></ul>	
<ul style="list-style-type: none"><li>• Register of approved projects to familiarise members with current and ongoing research - sighted</li></ul>	
<ul style="list-style-type: none"><li>• Site Inspection and Monitoring documentation and responsibilities – explained and accepted</li></ul>	
<ul style="list-style-type: none"><li>• Annual Reporting Requirements – explained and accepted</li></ul>	
<ul style="list-style-type: none"><li>• State regulators must be advised if there are incidents of non compliance to regulations</li></ul>	
<ul style="list-style-type: none"><li>• Communication Processes with Board Investigators and Animal Care Staff – explained and accepted</li></ul>	



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• AEC Complaint Procedure and Complaint Record – explained and accepted	
• Member / Advisor details form completed and returned	
I have understood the requirements of the CHM Alliance Pty Ltd Animal Ethics Committee and agree to fulfil my obligations and duties	
AEC Member's signature:	Date:
AEC Chairperson's signature:	Date:

Instruction: Copy completed record for member, original to be retained in the AEC master document file